



Policy: 4610
Procedure: 4610.04
Chapter: Case Management and Parole Supervision
Rule: Parole Officer Responsibilities for Transitioning Juveniles and Supervision in the Community

Effective: 11/10/06
Replaces: N/A
Dated: N/A

Purpose:

Arizona Department of Juvenile Corrections (ADJC) Parole Officers shall facilitate and prepare a juvenile for transition from secure care to the community, from placement to placement, and from placement to home through required contacts and participation in case review and/or community staffings. Other Parole Officer responsibilities within the structure of community placement include completing progress reports and the Criminogenic and Protective Factors Assessment (CAPFA) to ensure placement providers provide services consistent with ADJC's Continuous Case Plan (CCP). (Corresponds to Case Management Standards [5.1](#), [5.2](#), [5.3](#) and [6.2](#)).

Rules:

1. **A Juvenile's Transition from Secure Care to the Community:**
 - a. In order to review the juvenile's progress while s/he is in secure care the **PAROLE OFFICER** shall:
 - i. Participate in a Multidisciplinary Team (MDT) treatment staffing every 30 days in accordance with Procedure [4321.01](#) Multidisciplinary Team, along with the juvenile, parent(s)/guardian(s), community contract provider, secure care personnel, and other responsible parties; and
 - i. Document all pertinent information obtained from the staffings in the juvenile's case notes.
2. When a juvenile meets the transition criteria and is ready to move from secure care to the community the **PAROLE OFFICER** shall:
 - a. Ensure completion of all the documentation for the community transition, including the Regional Behavioral Health Authority (RBHA) Referral and Service Request for Title XIX or Title XXI services, within 90-120 days of the anticipated release date in accordance with Procedure [4610.09](#) Tribal/Regional Behavioral Health Authority Protocols;
 - b. Participate in MDT staffings along with the juvenile, parent(s)/guardian(s) (if available), sending and receiving placement representatives (if appropriate), ADJC Education representatives (if appropriate), RBHA/Tribal Regional Behavioral Health Authorities (TRBHA) (if assigned), Family Services Coordinator/Urban Counties (if appropriate) in order to identify transition objectives:
 - i. Whether able or unable to attend MDT staffings, the **PAROLE OFFICER** shall update and complete Form [4200.07C3](#) Community Corrections Monthly;
 - ii. Upon receipt of the staffing notification send the completed form to the facility Youth Program Officer III (YPO III) Caseworker at least one working day prior to the staffing; and
 - iii. If the notification is received one working day prior to the staffing, send the completed form the day of receipt.
 - c. Document the staffing date and all pertinent information in the juvenile's case notes.
3. The **PAROLE OFFICER** shall:
 - a. Complete/update automated Community Progress Reports and/or CCP every 30 days on juveniles assigned to the community;
 - b. Complete/update automated CAPFA domains every 90 days on juveniles assigned to community supervision;
 - c. Review the reports with the juvenile and parent(s)/guardian(s);

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- d. Submit the reports for Parole Supervisor review; and
 - e. File the original reports/CAPFA in the juvenile's Field File.
4. The **PAROLE OFFICER** shall ensure all ongoing services in the community are continued and T/RBHA and Vocational Rehabilitation referrals for new services are completed for potentially eligible juveniles.
5. The **PAROLE OFFICER** shall:
- a. Document in Windows Youthbase Contact Screen all personal or telephone contacts made with juveniles and/or their families whether the juveniles are in Secure Care or in the community; and
 - b. Document in Youthbase all correspondence with ADJC employees regarding a juvenile.
6. **A Juvenile's Transition from Placement to Placement and Placement to Home:**
- a. When an ADJC juvenile is assigned to a placement facility the **PAROLE OFFICER** shall, within one working day of the juvenile's being placed:
 - i. Make the initial contact with the juvenile and placement employees;
 - ii. If the placement is located outside the county, make the initial contact by phone; and
 - iii. Document the placement contact in the juvenile's case notes and automated Community Progress Report.
7. To address a juvenile's treatment needs and behavior problems the **PAROLE OFFICER** shall:
- a. Attend and participate in community MDT staffings to ensure that the placement and Service Providers develop a treatment plan for the juvenile within five days of his/her placement with the treatment provider that is consistent with the juvenile's needs, and CCP;
 - b. Submit the Service Provider Treatment Plan, and CCP developed by the community MDT staffing personnel for Parole Supervisor review:
 - i. If approved, sign the plan and obtain signatures from the juvenile, parent(s), guardian(s), and service placement representative;
 - ii. Provide a signed copy of the plan to the juvenile, family, placement representative, and other responsible parties; and
 - iii. File a copy of the treatment plan, and CCP in the juvenile's Field File.
8. The **PAROLE OFFICER** shall:
- a. Complete and update the juvenile's CCP every 30 days or more frequently as needed (i.e., when juvenile goes from placement to home, home to placement, or when juvenile has new charges, etc.);
 - b. Provide a copy of the updated CCP to the juvenile, parent(s)/guardian(s), and service provider(s);
 - c. Obtain signatures if a change/update is made to the plan; and
 - d. File a copy of the updated CCP in the juvenile's Field File.
9. The **PAROLE OFFICER** shall notify the Parole Supervisor of all significant incidents of ADJC juveniles while in placement including absconds.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: